# CAPPS HR/Payroll — User Group Meeting Minutes
**Tuesday, May 28, 2019**
**9–11 a.m.**
**Travis Building, Room 1-100**

**I.   Welcome (Andrea Smith)**
- User group meeting materials will be posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.
- CAPPS will be sending out a user group attendee survey before the end of the week. The CAPPS Governance and Communications team will send the survey via a Survey Monkey link. This feedback survey is open to all user group participants.

**II.   Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)**
- **SR Summary and Trend Report**
  - The *CAPPS HR/Payroll Summary and Trend Report 05/28/19* document was reviewed.
    - In April, there were 735 active SRs with 165 in high priority status.
    - As shown in the Trend chart, there were 460 SRs opened and 425 closed in April.
    - There was an uptick in information tickets for *Payroll*, we plan to go into more details about this in a future user group meeting.
- **Governance Approved Enhancements**
  - The *CAPPS HR/Payroll Governance Approved SRs 05/28/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 5005 has been moved into *System Test*. This SR will query out comments during the evaluation process.
- **Required Maintenance**
  - The *CAPPS HR/Payroll Required Maintenance 05/28/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 11543 adds a report of the other state employee source details. This has moved to the status of *Pending Production Approval.*
    - SR 11840 adds an option for agencies to hide felony responses from selected user roles. This is now *Complete* and in production.

**III.   Upcoming Vote: SRs Submitted to Governance (Andrea Smith)**
- The *CAPPS SRs Submitted to Governance 05/28/19* document was reviewed.
  - SR 13819 is a Recruit module update that makes the dates in the *Employment* field for applicants viewable for applicants only.
  - SR 8873 is a Performance Management module update that allows comments and ratings viewable by the first level manager to all management once opened.

**IV.   Deployment Update: Deploying & Production Agency UAT (Martin Dassi)**
- User Acceptance Testing (UAT) begins on May 13 and continues through June 28. This time frame applies to both deploying agencies and production agencies.
- Week one and two agencies reported 93% progress, the team still has time to collect the remaining 7%.

V.   **Project Update: HR/Payroll Fiscal 2019 Deployment (Diana Urban)**
- The *CAPPS Fiscal 2019 HR Payroll Agency Deployment Project Dashboard 05/28/19* document was reviewed.
- The project is green and on track.
- The implementation date is July 15, 2019.
- Key items in the next 30 days:
  - Continuing User Acceptance Testing, Training Development and Deployment preparation.
  - CAPPS is 100% for analysis, configuration, design, build and conversion.
  - Testing is at 54%. the cutover plan and the cutover readiness checklist are both in progress.

VI.   **Project Update: CAPPS Fiscal 2019 Recruit Deployment (Martin Dassi)**
- The *CAPPS Fiscal 2019 Recruit Agency Deployment Project Dashboard 05/28/19* document was reviewed.
- The project is green and on track.
- The Go-Live was completed as of May 15.
- Deploying agencies have reported their progress and CAPPS has deployed with 8 agencies thus far. CAPPS is currently at 90% for post-production support for *HR Interface* results and *WorkInTexas* (WIT) *Interface* results.
- This will be the last fiscal 2019 dashboard update for the year as it is completed.

VII.   **Upcoming Meeting**
- HR/Payroll user group will end with Level 1 training in June. In July, CAPPS will do a broad training on fiscal year-end processing overview. Production agencies can send any new Level 1s to the training along with the deploying agencies.
- Tuesday, June 25, in the Travis building, Room 1-100